



Republic of the Philippines  
Department of Education  
Region IV – A CALABARZON  
**DIVISION OF TAYABAS CITY**  
Tayabas City



**DIVISION MEMORANDUM NO. 29**

**TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEFS, EDUCATION PROGRAM SUPERVISORS, CID AND SGOD  
EDUCATION PROGRAM SUPERVISORS  
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS**

**FROM : CATHERINE P. TALAVERA, Ph.D.**  
OIC-Schools Division Superintendent

**SUBJECT: MONITORING OF THE OPENING OF CLASSES IN PUBLIC AND PRIVATE ELEMENTARY  
AND SECONDARY SCHOOLS**

**DATE : May 30, 2017**

Pursuant to DepEd Order No. 25, s. 2017, entitled School Calendar for SY 2017-2018, Schools Division of Tayabas City will conduct monitoring of the opening of classes in public and private elementary and secondary schools on June 5 – 9, 2017.

All school officials are reminded to observe the DepEd **"NO COLLECTION POLICY"** which is stipulated in DepEd Order No. 41, s. 2012, also known as The Revised Guidelines on the Opening of Classes.

This activity aims to ensure the implementation of specific guidelines especially in the areas of instruction, and progress monitoring and evaluation.

Attached is the copy of the monitoring tools and the monitoring officials for the opening of classes.

SGOD  
DM-2017

*We are an emerging division where excellence is a habit and allegiance for quality is a pledge.*  
Email us at: [tayabas.city@depd.gov.ph](mailto:tayabas.city@depd.gov.ph)  
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Brgy. Ipilan, City of Tayabas



**MONITORING OFFICIALS FOR THE OPENING OF CLASSES**

MONITORING OFFICIAL	SCHOOLS	DATE
Louie Fulleo	FELES, Kalumpang, Saint Therese of Leveriza	June 5-9 , 2017
Joan Kathleen T. Brizuela	Domoit ES, Maryhill Avida, Metro Lucena	June 5-9 , 2017
Joseph Jay Aureada	Katigan ES, Ilasan ES, Ilasan Adventist	June 5-9 , 2017
Aldwin Capistrano	Masin ES, Valencia ES, San Roque Parochial School	June 5-9 , 2017
Sancho Calatrava	Bukal ES, Gibanga ES, Malao-a ES	June 5-9 , 2017
Fidelices Luces	Lakawan ES, Mate ES, Poto ES	June 5-9 , 2017
Sherwin Quesea	EPES, SPES, NPES	June 5-9 , 2017
Glen Baer	WPES, WPNHS, Pandakaki ES	June 5-9 , 2017
Pelagia Manalang	TECS 1, TECS 2, TECS 3	June 5-9 , 2017
Marife Lagar	LPNHS, SHS, Ipilan ES	June 5-9 , 2017
Richelle Quintero	TWCS 4, Dapdap ES, TWCS 3	June 5-9 , 2017
Georgia TalAbong	Kiddie School, TWCS 1, Lalo ES	June 5-9 , 2017
Christian Bables	Lawigue ES, Alsam ES, Good Disciple Mission Learning Center, Inc.	June 5-9 , 2017
Fely Ocumin	Little Mikko , St. Lucy, St. John Bosco	June 5-9 , 2017
Ermelo Escobinas	Wakas ES, RQMNHS, TWCS 2	June 5-9 , 2017
Olga Endencia	Casa Del Nino, Grace in Faith Temple Development, Our Lady of Victory Integrated School	June 5-9 , 2017
Mildred Galleno	LV Kiddie Home, Pillars of Academy	June 5-9 , 2017
Nonilon Nadal, Joselito Racelis, Tristan Ladines, Carmelo Salazar	Busal	June 5-9 , 2017

Note: This serves as travel order.







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**MONITORING TOOL FOR THE OPENING OF CLASSES**  
**SY 2017- 2018**

NAME OF SCHOOL:

DATE:

NAME OF SCHOOL HEAD:

**A. BASIC INFORMATION**

LEVEL	Enrolment as of June 5, 2017			No. of Early Enrolment Registrants			Number of Classrooms		Number of Teachers	
	Male	Female	Total							
Kindergarden										
Grade I / Grade VII										
Grade II / Grade VIII										
Grade III / Grade IX										
Grade IV / Grade X										
Grade V / Grade XI										
Grade VI / Grade XII										

**B. READINESS**

School Facilities	Highly Evident	Evident	Not Evident
Instructional Rooms			
Laboratories ( Science , Computer, TLE/EPP rooms)			
Instructional Materials / School Furniture			
Ancillary Facilities (Library, Canteen, Guidance, Clinic, etc.)			

Remarks \_\_\_\_\_

**C. Compliance to Enclosure No. 2 of DO No. 23 s. 2016**

	Date Conducted	Highly Evident	Evident	Not Evident
Orientation/ 1 <sup>st</sup> PTA Conference				
Conduct of Brigada Eskwela *				
Conduct of INSET*				
Conduct of regular classes				
Accommodations of late registrants				

\* Not applicable for private schools.

**D. Compliance to DO No. 31 s. 2012 (Zero Collection Policy) – for Public Schools only.**

Highly Evident	Evident	Not Evident

**E. Over All Remarks/ Evaluation**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Monitored by:

Signature over printed name of School Head

Name and Designation of Monitoring Officer





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**MONITORING TOOL FOR PUBLIC SENIOR HIGH SCHOOL (SHS)**  
**SY 2017- 2018**

<b>NAME OF SCHOOL:</b>	<b>DATE:</b>
<b>NAME OF SCHOOL HEAD:</b>	<b>SHS CATEGORY</b>

**Curriculum Offering**

Track	Strand	Specialization
<input type="checkbox"/> Academic	<input type="checkbox"/> STEM <input type="checkbox"/> GA <input type="checkbox"/> HUMSS <input type="checkbox"/> ABM	
<input type="checkbox"/> Technical-Vocational	<input type="checkbox"/> AFA <input type="checkbox"/> IA <input type="checkbox"/> HE <input type="checkbox"/> ICT	Please Specify _____ _____ _____
<input type="checkbox"/> Arts and Design	<input type="checkbox"/> Performing Arts <input type="checkbox"/> Arts Production	Please Specify _____ _____ _____
<input type="checkbox"/> Sports		

**A. LEARNERS' ENLISTED**

Course Offering	Enrolment	No. of Sections Provided	No. of LIS Registrants
<b>Academic</b> <input type="checkbox"/> STEM <input type="checkbox"/> GA <input type="checkbox"/> HUMSS <input type="checkbox"/> ABM			
<b>Technical-Vocational</b> <input type="checkbox"/> AFA <input type="checkbox"/> IA <input type="checkbox"/> HE <input type="checkbox"/> ICT			
<b>Arts and Design</b> <input type="checkbox"/> Performing Arts <input type="checkbox"/> Arts Production			
<b>Sports</b>			

*Note: Add sub-bullets under Strands indicating Specialization if necessary.*

**B. TEACHERS HIRED AND TRAINED**

Course Offering	No of Sections Provided	No. of Specialized Teachers Needed	No. of Specialized Teachers Trained	No. of Specialized Teachers Need in the pooling	No. of Specialized Teachers Applicants
<b>Academic</b> <input type="checkbox"/> STEM <input type="checkbox"/> GA <input type="checkbox"/> HUMSS <input type="checkbox"/> ABM					
<b>Technical-Vocational</b> <input type="checkbox"/> AFA <input type="checkbox"/> IA <input type="checkbox"/> HE <input type="checkbox"/> ICT					
<b>Arts and Design</b> <input type="checkbox"/> Performing Arts <input type="checkbox"/> Arts Production					
<b>Sports</b>					





# **PRINCIPALS' DULY TRAINED AND GIVEN WITH FINAL ASSIGNMENT**

Nature of Assignment of Principal

Have been trained under SHDP-SHS?

Yes

No

## **D. CURRICULUM GUIDES (CGs)**

Course Offering

Availability of Curriculum Guide verified from www.  
deped.ph.gov  
(Put ☒)

Academic

- ☐ STEM  
☐ GA  
☐ HUMSS  
☐ ABM

Technical-Vocational

- ☐ AFA  
☐ IA  
☐ HE  
☐ ICT

Arts and Design

- ☐ Performing Arts  
☐ Arts Production

Sports

Note: Add sub-bullets under Strands indicating Specialization if necessary.

## **E. CLASS/ INSTRUCTIONAL ROOMS, WORKSHOP AND OTHER ANCILLIARY SERVICES**

Please check the items applicable by course (tracks/strands/specialization) offered.

No. of Section Provided	Facility	No. of rooms available	Functional and well-structured (Put <input checked="" type="checkbox"/> )
	Instructional rooms		
	Computer laboratory		
	Science laboratory		
	General Science		
	Biology		
	Chemistry		
	Physics		
	Workshop room		
	Studio		
	Library, LRC		
	Internet Facility		

## **F. CHAIRS AND FURNITURES**

Enrolment	No. of Chairs Available	No. of Sections/ Class Provided	No. of Teachers 'table, chair, etc.

## **G. TVL TOOLS AND EQUIPMENT**

Course Offering

Have the tools and equipment been delivered?  
If YES, state if "sufficient" and if not write the shortage.

Technical-Vocational

- ☐ AFA  
☐ IA  
☐ HE  
☐ ICT

Note: Add sub-bullets under Strands indicating Specialization if necessary.



# IMMERSION VENUES, ASSESSMENT CENTERS, OTHER STAKEHOLDERS' SUPPORT

Please check the items applicable by course (tracks/strands/specialization) offered.

Partnership Commitment	Name of Organization/ Firm	With finalized Memorandum of Agreement already? (Put <input checked="" type="checkbox"/> )
Work Immersion		
Assessment Centers		
Curriculum Design (localization, need-based assessment, etc. )		
Assistance in the provision of curriculum materials		
Apprenticeship		
Assistance in Research		
Provision of Equipment : laboratories, workshops and other facilities		
Career Guidance		
Additional Finance Assistance (for students)		
TOTAL		

## I. CURRICULUM MAPS AND CLASS PROGRAMS

Curriculum Maps Available (Put <input checked="" type="checkbox"/> )	Class Program Available (Put <input checked="" type="checkbox"/> )

Over All Remarks / Evaluation:

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Monitored by:

Signature over printed name of School Head

Name and Designation of Monitoring Officer





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**MONITORING TOOL FOR PRIVATE SENIOR HIGH SCHOOL (SHS)**  
**SY 2017- 2018**

**NAME OF SCHOOL:**

**NAME OF SCHOOL HEAD:**

**DATE:**

**SHS CATEGORY**

**Curriculum Offering**

**Track**

**Strand**

**Specialization**

☐ Academic

☐ STEM  
☐ GA  
☐ HUMSS  
☐ ABM

☐ Technical-Vocational

☐ AFA  
☐ IA  
☐ HE  
☐ ICT

Please Specify

☐ Arts and Design

☐ Performing Arts  
☐ Arts Production

Please Specify

☐ Sports

**A. LEARNERS' ENLISTED**

**Course Offering**

**Enrolment**

**No. of Sections Provided**

**No. of LIS Registrants**

Academic

☐ STEM  
☐ GA  
☐ HUMSS  
☐ ABM

Technical-Vocational

☐ AFA  
☐ IA  
☐ HE  
☐ ICT

Arts and Design

☐ Performing Arts  
☐ Arts Production

Sports

*Note: Add sub-bullets under Strands indicating Specialization if necessary.*

**B. TEACHERS HIRED AND TRAINED**

**Course Offering**

**No of Sections  
Provided**

**No. of Specialized  
Teachers Needed**

**No. of Specialized  
Teachers Trained**

**No. of Specialized  
Teachers Need in the  
pooling**

**No. of Specialized  
Teachers Applicants**

Academic

☐ STEM  
☐ GA  
☐ HUMSS  
☐ ABM

Technical-Vocational

☐ AFA  
☐ IA  
☐ HE  
☐ ICT

Arts and Design

☐ Performing Arts  
☐ Arts Production

Sports





## CURRICULUM GUIDES (CGs)

Course Offering

Availability of Curriculum Guide verified from www.  
 deped.ph.gov  
 (Put ☒)

- ☐ STEM  
☐ GA  
☐ HUMSS  
☐ ABM

Academic

- ☐ AFA  
☐ IA  
☐ HE  
☐ ICT

Technical-Vocational

- ☐ Performing Arts  
☐ Arts Production

Arts and Design

Sports

Note: Add sub-bullets under Strands indicating Specialization if necessary.

## D. CLASS/ INSTRUCTIONAL ROOMS, WORKSHOP AND OTHER ANCILLIARY SERVICES

Please check the items applicable by course (tracks/strands/specialization) offered.

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	Biology		
	Chemistry		
	Physics		
	Workshop room		
	Studio		
	Library, LRC		
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## E. CHAIRS AND FURNITURES

Enrolment	No. of Chairs Available	No. of Sections/ Class Provided	No. of Teachers 'table, chair, etc.

## F. TVL TOOLS AND EQUIPMENT

Course Offering

- ☐ AFA  
☐ IA  
☐ HE  
☐ ICT

Technical-Vocational

Have the tools and equipment been delivered?  
 If YES, state if "sufficient" and if not write the shortage.

Note: Add sub-bullets under Strands indicating Specialization if necessary.





**IMMERSION VENUES, ASSESSMENT CENTERS, OTHER STAKEHOLDERS' SUPPORT**

Please check the items applicable by course (tracks/strands/specialization) offered.

Partnership Commitment	Name of Organization/ Firm	With finalized Memorandum of Agreement already? (Put <input checked="" type="checkbox"/> )
Work Immersion		
Assessment Centers		
Curriculum Design (localization, need-based assessment, etc. )		
Assistance in the provision of curriculum materials		
Apprenticeship		
Assistance in Research		
Provision of Equipment : laboratories, workshops and other facilities		
Career Guidance		
Additional Finance Assistance (for students)		
TOTAL		

**H. CLASS PROGRAMS**

Class Programs Available	Yes	No

**I. TUITION & OTHER SCHOOL FEES**

Track, Strand & Specialization	Amount of Tuition and other School Fees per Year

**Over All Remarks / Evaluation:**

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Monitored by:

\_\_\_\_\_  
Signature over printed name of School Head\_\_\_\_\_  
Name and Designation of Monitoring Officer